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17 February 1950

MEMORANDUM:

TO: General Services Branch, Chief

ATTN: Mr. [REDACTED]

25X1A9a

FROM: Services Officer, OPC

25X1A6a

SUBJECT: Outside Telephones

1. Due to urgent operational requirements, it is requested that an outside telephone line be installed in [REDACTED] ing.

2. During the course of a normal day's activities, this office has approximately twenty (20) to twenty-five (25) incoming calls and about the same number of outgoing calls--all operationally important to the functioning of this area.

3. The importance of good security is paramount in the calls that are made in and out of this office inasmuch as covert employees are involved.

4. This office has been advised by the Operational Security Officer, OPC, that installation of this telephone is of the utmost necessity.

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5. Up to this time this office has been using an outside phone in conjunction with the OPC Security Office which has since moved to [REDACTED]

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RMJr/kac

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